



## **STUDENT HANDBOOK**

**2017-2018**

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## **INTRODUCTION**

Dear Covenant House Academy Students:

It is our pleasure to welcome you to Covenant House Academy. The days you spend here have the potential to be some of the most important and impactful days of your life. As a student of Covenant House Academy, you are expected to conduct yourself in a manner that brings great pride to yourself, your family, and your school. Students at Covenant House have the opportunity to participate in quality academic and co-curricular programs. You will be expected to make a commitment throughout the school year to take advantage of these programs in a way that benefits you and the school to the highest degree possible. It is the desire of the Covenant House staff to assist you in every way possible to assure a positive and successful high school experience. We wish to extend our best wishes for an outstanding school year.

Sincerely,  
The Covenant House Academy Staff

## **MISSION**

Covenant House Academy provides high school dropouts and at-risk youth in our communities with new opportunities to earn a high school diploma, improve their life skills, and the academic foundation to continue on to higher education or post-secondary skills training. Aided with a compassionate and caring staff, the schools prevent poverty, underachievement and homelessness while offering hope, encouragement and a better chance for future success.

## **SCHOOL CALENDAR**

For the 2017-2018 Covenant House Academy Calendar, please reference the school website at [www.covenanthouseacademy.org](http://www.covenanthouseacademy.org).

### **DAILY TIME SCHEDULE**

Before School Tutoring:	7:30AM – 8:55AM
Breakfast	8:30AM - 8:55AM
1 <sup>st</sup> Hour	9:00AM – 10:40AM
2 <sup>nd</sup> Hour	10:45AM – 12:25PM
Lunch	12:25PM-12:55PM
3 <sup>rd</sup> Hour	1:00PM-2:40PM
After School Tutoring:	2:45PM-4:30PM

### **ADMISSION INFORMATION**

#### **A. Admission**

Applications are accepted through the year at Covenant House Academy for students aged 16-22 years. Enrollment packets are available at the school main office, or on the school website ([www.covenanthouseacademy.org](http://www.covenanthouseacademy.org)). Once a student is enrolled, he/she will sign a Student Contract and be assigned a schedule according to his/her transcript needs.

#### **B. Non-Discrimination Policy**

Covenant House Academy does not discriminate against any person on the basis of religion, national origin, age, race, creed, color, disability, condition, sexual orientation or gender. It is the policy of this School to provide an equal education opportunity for all students.

### **STUDENT RESPONSIBILITIES**

#### **A. Enrollment/Withdrawal/Attendance Policy**

##### **Enrollment**

Enrollment and reenrollment of students will be in accordance with Michigan Law. If there is a waiting list of students who want to attend the School, a student who wishes to enroll will be placed last on the waiting list.

##### **Withdrawal**

Students are expected to attend during the days and hours that the School is in session. A student is subject to being withdrawn by one of two means: (1) providing written notice of withdrawal; (2) choosing not to attend school to the point that either of the following occur:

- Year-to-date attendance below 50%, or
- Seven (7) consecutive unexcused absences

### **Re-enrollment**

A student who chooses to voluntarily withdraw based on the criteria indicated and wishes to re-enroll will be placed last on the waiting list. If the School does not have a waiting list, students may re-enroll on scheduled enrollment dates.

### **B. Absences (Excused and Unexcused)**

**Unexcused** absences will be recorded and counted toward the withdrawal requirements.

**Excused** absences shall be limited to the following eight criteria:

1. Illness with a signed medical statement
2. Recovery from accidents
3. Required court attendance
4. Professional appointments
5. Death in the immediate family
6. Family vacation – parent/guardian/student must provide a signed, written request to the administrator at least three school days in advance of the absence
7. Observation or celebration of a bona fide religious holiday
8. Suspension

Upon returning to school, students shall provide appropriate documentation for the excused absence(s) to the School's Enrollment Secretary. It should be attached to the applicable daily sign-in sheet that is also maintained with the applicable pupil accounting weekly attendance sheet (as verified and signed by the teacher). An absence for anything other than the above-noted criteria shall be deemed an **unexcused** absence. Phone calls will be made after three (3) unexcused absences.

### **C. Tardiness**

Tardiness to class interferes with the instructional program and creates an atmosphere in which teaching and learning are restricted. A "tardy" is generally defined as not being in the classroom, properly seated, when class is scheduled to begin. A student who is more than 15 minutes late for class will be considered absent.

### **D. Arriving Late or Leaving School Early**

When it becomes necessary to leave the immediate school property during the school day, students are required to "check out." Leaving without permission at any time for any reason during the school day will result in suspension.

### **E. Check-In Procedure**

Students arriving to school after the start of the school day are required to sign in at the main school office, where they will be given a pass in order to be admitted into class.

## **F. Check-Out Procedure**

1. Any student leaving school at any time, other than their scheduled time, must check out through the office of the Attendance Officer.
2. If a parent needs to check their student out during the day, the student should come to school with a note indicating the time at which they are to be dismissed. The note should be delivered to the Attendance Officer when the student arrives at school. Another option is for the parent to come into the main office of the school to check the student out. (Please try to arrive approximately ten minutes before you need to leave the school to allow your student to be called from class.)
3. A check-out pass will be prepared for the student in advance of their early dismissal. Before leaving, the student must sign out at the office of the Attendance Officer.

## **G. Policy to Correct an Attendance Error**

A student who has reason to believe that their attendance has been marked incorrectly for a particular class should first work to resolve the matter with the appropriate teacher. Any concerns that cannot be resolved after talking with the teacher should be brought to the attention of the appropriate Administrator in a timely manner.

## **H. Transfer and Withdrawal**

If a student 16-17 years old plans to transfer to another school or to withdraw from school, this student must have their parent/guardian come to the main office to sign a withdrawal form. Those students who are 18-22 years old must come to the main office to sign a withdrawal form.

## **STUDENT BEHAVIOR AND DISCIPLINARY ISSUES**

Students are expected to demonstrate acceptable standards of behavior. In order for a school to carry out its purpose and function, it is necessary for students to exhibit courtesy and respect in their relationships with fellow students, staff members, other school employees, and members of the community.

Any behavior which is disruptive to the school or threatens the safety and well-being of others cannot be tolerated.

### **A. Rules And Responsibilities**

#### **What is Expected from Students:**

- Attend school regularly.
- Arrive on time to school and to each class.
- Show respect for other students as well as any and all school personnel.
- Use of proper and appropriate language at all times.
- Take on the responsibility of self-discipline and of controlling one's own conduct.
- Behave in a manner that protects the health and safety of themselves and others.



## **B. Dress Code**

Dress or grooming which is distracting to or disruptive of the education process is prohibited. The school administration and staff will uphold the following regulations:

1. Students are required to wear Covenant House Academy shirts or other garb provided by Covenant House Academy every school day.
2. Pants should not have holes or cuts.
3. Extremes of dress, sleepwear, immodest clothing, excessive make-up and extreme hairstyles are inappropriate.
4. All hat, hoods, ski bands, bandanas, head dresses, sunglasses and personal hair grooming items are not to be worn in the building and should remain off until the end of the school day (unless worn for a religious nature). Students must remove their headwear upon entrance to the building.
5. Clothing such as shorts, skirts, skorts and dresses must be hemmed and must extend to the end of the student's fingertips.
6. Any clothing that advocates objectionable material, illegal activities or displays profane language is prohibited.
7. Shoes or other appropriate footwear must be worn at all times (no slippers or flip flops). Staff may determine the appropriateness of a student's footwear based on specific class activities.
8. Undergarments should not be visible.
9. Students who wear pants must have them pulled up to the waist.
10. No leggings, jeggings, or yoga pants.
11. Sharp or pointed stud-like jewelry of any kind is prohibited. Wallet chains are not permitted.

Consequences: Students not dressed appropriately may be sent home or denied entry to school if the dress code violation is deemed extreme, or may be sent to the office and held out of class until the violation is corrected. Repeat violations will result in disciplinary action ranging from detention to suspension.

## **C. Code Of Conduct**

It is the objective of Covenant House Academy to provide a safe environment in which the major attention of the school is directed to the learning process. The rules of student conduct and discipline are intended to help nurture this environment. Teaching and learning proper conduct is a constructive process with emphasis on the development of self-discipline.

Maintaining proper conduct in the schools involves establishing guidelines and limitations for student behavior. Students are expected to cooperate in this process and in general:

1. Develop self-discipline.
2. Demonstrate responsible social behaviors.
3. Show consideration for others.
4. Demonstrate honesty toward teachers and fellow students.
5. Respect school and personal property.
6. Follow the rules of conduct established by the school district, school, and co-curricular programs.

The rules of the Code of Conduct apply to all conduct:

1. on school grounds during the school day or immediately before or after school hours;
2. on school grounds at any other time when the school is being used by a school group;
3. on or off school grounds at any school activity, function or event;
4. traveling to and from school, including actions on any public conveyance.

### **Categories of Misconduct**

The following categories are not necessarily all-inclusive for high school students. We at Covenant House Academy yearly update and disseminate student handbooks that provide consistent behavioral guidelines within each of the educational levels. The following are fundamental areas of misconduct for which students may be disciplined.

#### **Citizenship:**

1. Acts of civil disobedience, violating the civil rights of others, interfering with the educational process, or disrupting the order of the school.
2. Verbal attacks against students, school officials, school personnel, and/or school guests.
3. Persistent disobedience and/or breaking school rules and regulations.
4. Using profane and/or obscene language and/or gestures.
5. Defying the lawful instruction and/or supervision of school district personnel.
6. Cheating in connection with scholastic and school activities.
7. Refusal to furnish proper identification when requested to do so by school authorities.
8. Dress, adornment, or grooming which disrupts the educational process, violates reasonable standards of safety, health, hygiene or decency.
9. Adornment which can be used as a weapon.
10. Visiting another school during the school day without permission from the home school and the receiving school.
11. Causing disruption at another school.
12. Improper displays of affection.

#### **Health and Safety:**

1. Possession or storage on school property of weapons, explosives, or items which endanger health or safety. Public Act 211 (December 1987) prohibits the possession of dangerous weapons by the students in Michigan schools. The Act also provides procedures to be followed if a dangerous weapon is found in the possession of a student.
2. Fighting or provoking a fight.
3. Physical attacks or verbal threats to school personnel, school officials, other students, or visitors to the school.
4. Extortion or issuing threats to another for the purpose of obtaining money, favors, or the possession of another person.
5. Continual or persistent annoyance, disrespect or harassment of a student or school employee.
6. Causing a false fire alarm or bomb threat.
7. Violating the bus conduct rules established by the city's transportation department.
8. Unsafe or reckless driving on school property.

**Illicit Drugs and Chemical Substances:**

The use of illicit drugs and the misuse of chemical substances or prescription drugs are wrong and harmful to the health of students. Disciplinary sanctions up to and including suspension, a recommendation for expulsion, and referral for prosecution will be imposed on students who violate applicable laws, school drug policies and rules. The following are prohibited:

1. Manufacturing, possessing, using, selling, or distributing illegal drugs, marijuana, drug paraphernalia, alcoholic beverages, or illicit chemical substances.
2. Being under the influence of alcohol, illicit drugs, or chemicals not intended by the manufacturer for ingestion.
3. The possession, sale, distribution, misuse, and/or use of tobacco, look-alike drugs, steroid drugs, or performance enhancing drugs.
4. Distributing, selling, or improperly using over-the-counter medicines, prescription drugs, or substances not intended for improper body absorption or ingestion.

**Property:**

1. Theft of property from students, school staff, or the school.
2. Possession of stolen property.
3. Misuse of books, materials, facilities, and/or equipment.
4. Defacing, damaging, vandalizing, or destroying school or personal property.
5. Trespassing or unauthorized entering or presence in a school building or facility.
6. Gambling while under the jurisdiction of the school.
7. Loitering on or around school property.

**Other:**

1. Disruptive behavior in the classrooms or school facilities.
2. The use of electronic entertainment devices other than prescribed by the school.
3. Insolent or defiant behavior toward faculty and/or support staff.
4. The commission of participation in unlawful activities defined by the State of Michigan; or the violation of local laws and ordinances while in a school building, on school property, at or on the way to or from school-sponsored events.

**D. Anti-Bullying Policy**

It is the policy of the School to provide a safe and nurturing educational environment for all of its students. This policy seeks to protect all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying and cyberbullying, which are defined below, or other aggressive behavior toward a student or other students, is strictly prohibited. This prohibition applies to written, physical, verbal, and psychological abuse, and includes hazing, gestures, comments, threats, or actions which cause, or threaten to cause, bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the School, including activities on School property, in School-provided transportation, and those occurring off School property at any School-sponsored, approved or related activity or function, such as field trips where students are under the School's control, or

where an employee is engaged in School business. Misconduct occurring outside of the School may also be disciplined if it interferes with the School environment.

### Notification

Notice of this policy will be annually circulated, and posted in conspicuous locations, in all School buildings and departments within the School and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s) of bullying or other aggressive behavior, as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

The Educational Service Provider shall maintain procedures assuring, to the extent permitted by applicable law, confidentiality for any student or other person who reports an act of bullying. However, the law or the School's policies may, in some circumstances, require the disclosure of names and allegations, and the notification of the appropriate authorities, depending on the nature of the complaint and/or the results of the investigation.

### Implementation

The Educational Service Provider is responsible to implement this policy, and may develop further procedures, not inconsistent with this policy. The School shall report incidents of bullying to the Michigan Department of Education ("MDE") according to the form and procedures established by the MDE.

This policy is not intended to, and should not be interpreted to, interfere with legitimate free speech rights of any individual. However, the School reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### Procedure

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Administrator or assistant Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate Administrator, Educational Service Provider or Board official. Complaints against the Administrator should be filed with the Educational Service Provider. The Administrator (or other individuals identified above) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to the individuals identified above.

If the investigation finds an instance of bullying or aggressive behavior by a student has occurred, it will result in prompt and appropriate remedial action. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Educational Service Provider or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Educational Service Provider will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers for investigation under Board Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Administrator. The Administrator shall submit a compiled report to the Board on an annual basis.

#### Non-Retaliation/False Reports

Retaliation or false allegations against any student or other person who reports, or is thought to have reported, bullying or aggressive behavior, who files a complaint of such behavior, participates in an investigation or inquiry concerning such behavior (as a witness or otherwise), or who is the target of such behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of this policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting any student or other person in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### Definitions

The following definitions are provided for guidance only. If a student believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, that student should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, but is not limited to, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on School premises, on a School bus or other School related vehicle, or at a School-sponsored activity or event whether or not it is held on School premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off School premises if either owned by or under the control of the School.

"Bullying" is any gesture or written, verbal, graphic, or physical act that, without regard to its subject matter or motivation, is intended to harm, or that is an act that a reasonable person would know is likely to harm, one (1) or more students either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. adversely affecting the ability of a student to participate in or benefit from the School's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. causing substantial disruption in, or substantial interference with, the orderly operation of the School.

"Cyberbullying" is a subcategory of "Bullying," and is defined as any electronic communication that, without regard to its subject matter or motivating animus, is intended to harm, or that is an act that a reasonable person would know is likely to harm, one (1) or more students either directly or indirectly by falling into any of the four categories of conduct (A – D) described above under the definition of "Bullying."

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money; blocking or impeding student movement; unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group for any reason to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature.

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, School volunteers, parents, School visitors, service contractors, vendors, or others engaged in School business, and others not directly subject to School control at inter-district or intra-district athletic competitions or other School events.

The Educational Service Provider is directed to develop Administrative Guidelines. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Educational Service Provider shall be followed.

## **DISCIPLINE – RULES AND REGULATIONS**

### **DEFINITION OF THE SUPPORT AND DISCIPLINE PROCESS**

- Students have the responsibility to comply with all of the rules of the Code of Conduct and Discipline established by the school and the school district. No student has the right to disobey rules established for responsible conduct and a safe and effective learning environment.
- School faculty members have the responsibility to understand and enforce student rules of conduct, school regulation, and assist students in achieving responsible behaviors in the classroom and in the school.
- Parents have the responsibility and opportunity to work together with the school staff and administration during the support and discipline process. This parental involvement is essential to the educational and emotional development and success of the student.
- Discipline should be progressive in attempts to change the improper behavior of students.
- Progressive discipline means that constructive assistance and progressive consequences should be established for those students who continue to violate the same school rule, as well as those students who continue to demonstrate disruptive behaviors in the classroom and in the school.
- Progressive penalties stated for specific infractions in the high school Code of Conduct are for the purpose of changing improper behavior.

#### **E. Suspension & Expulsion Procedures**

Rules of suspension and expulsion follow due process as mandated by the State of Michigan.

#### **SUSPENSION**

1. No suspension shall exceed ten (10) working days.
2. The Administrator must give written notice of the intention to suspend and the reason for the suspension to the student.
3. The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reasons for the intended suspension or otherwise provide his/her explanation. The hearing can happen immediately after the incident and can take place anywhere – hall, office, classroom, etc.
4. The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Sr. Administrator/Educational Service Provider (ESP).

## EXPULSION

1. The Administrator shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
2. The student and parent/guardian shall have an opportunity to appear, upon request, before the Board of Directors to challenge the expulsion or otherwise explain the actions that led to the intended expulsion.
3. The written notice shall state the time and place to appear which shall not be less than three (3) days or more than five (5) days after the notice of intent to expel is given.
4. The Board may grant an extension of time. If granted, the Administrator must notify all parties of the new time and place of the meeting.
5. An expelled student will be provided with a date of re-entry and the date of the re-entry conference.
6. The student and parent/guardian of any student will be notified, in writing, in the event the student fails to attend the re-entry conference.

### **F. Student Grievances**

A student complaint or grievance shall be any that arises out of actions, procedures, and policies. The staff will hear the complaints and grievances of students, provided that complaints and grievances are made according to the following procedure:

- The grievance must be presented in writing to the Administrator.
- The Administrator has five (5) school days to investigate and respond in writing.
- The student shall have the right to appeal the decision of the Administrator within five (5) school days to the Administrator/ESP.
- The student shall have the right to appeal to the Board within ten (10) days of receipt of the decision of the Administrator/ESP.

### **G. Student Right of Expression**

Students have the right, protected by the First Amendment, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges or other insignia, except expressions which:

- are obscene;
- are libelous;
- are pervasively indecent or vulgar;
- advertise any product or service;
- constitute insulting or fighting words, the very expression of which injures or harasses other people;
- present a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

#### Procedure

Any student wishing to distribute or display non-school material must first submit a copy of the material to the school Administrator twenty-four (24) hours in advance of the desired distribution/display time, together with the following information:

- Name of the student or organization



- Date(s) and time(s) of day of intended display or distribution
- Location where material will be displayed or distributed

If permission to distribute or to display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material DOES NOT imply that the School, ESP, or the Board necessarily agrees with the content.

## **ACADEMICS**

### **A. Academic Honesty Guidelines**

We at Covenant House Academy believe that an essential element of our intellectual goal of academic excellence is honesty. Academic honesty is based on respect for individual achievement that lies at the heart of any school. This requires that students produce work that is completely their own or that correctly acknowledges the contributions of other people and sources.

#### **Examples of Academic Dishonesty:**

- Using notes, aids, or another student's assistance to complete a test, project or other assignment in a way other than what the teacher has allowed
- Looking at another student's test, answer sheet, or other materials during a test period
- Copying from, or allowing another student to copy from, a test, homework, or course work which is not intended to be group work
- All types of plagiarism including:
  - Omitting quotation marks for directly-quoted material (whether from a book, magazine, internet source, or other writer)
  - Omitting bibliographical references either in the text or on a source page at the end of the document
  - Using an author's ideas by paraphrasing (rewording and/or rearranging words and ideas) without proper citation

#### **Consequences:**

- Violating the Academic Honesty Guidelines may result in not being able to participate in our student activities such as dress-down days, events, etc. and/or other programs in addition to the following:

**First Offense:** Zero credit for the assignment and a record of the offense in the student's disciplinary file. The parent and student will be notified of possible consequences if violations continue.

**Second and subsequent offenses:** Further record of the offense and, dependent upon a disciplinary action committee decision, possible loss of credit for the entire course. All scores will be released and the work restarted. The committee will be made up of teachers and the Family Advocate, along with an Administrator.

## B. Graduation Requirements

Students earn academic credits by demonstrating mastery through computer-based courses and off-line assignments. Credits may be earned by: traditional course work, demonstrating mastery of subject area content expectations or guidelines for the credit, related course work in which content standards are embedded, non-traditional course work, independent teacher-guided study, testing out, dual enrollment, advanced placement courses, international baccalaureate or other “early college” programs, or online classes. Due to the Michigan Department of Education’s recent adoption of revised graduation requirements, the total number and type of credits necessary for graduation will be determined annually based on the student’s year of graduation and year of enrollment. Current requirements can be located in Covenant House Academy’s enrollment packet or by contacting the school guidance counselor.

Other requirements for graduation include:

- Testing – In order to satisfy their graduation requirements, all students must successfully take and cooperate on all:  
State tests (SAT/M-Step)  
District Assessments (Work-Keys)
- Employment, whether paid or unpaid, for a period of 150 hours prior to graduation
- Earning all credits of the prescribed academic curriculum
- Keeping a portfolio of academic work and accomplishments

## C. Transferring Credits

Student credits from former high schools transfer to Covenant House Academy. A “Request for Records” will be sent to the previous school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the main office.

**Note: An official transcript has a raised seal. Covenant House Academy MUST have an official transcript from a former school on file in order for a student to graduate.**

## D. Schedule Change

Only the Administrator or designee may make schedule changes. If the lab enrollment size can be maintained, the student, parent/guardian, staff members and teachers affected by the change will meet to determine if a change is to take place.

Changes will NOT be made because of personal judgments or feelings about instructors or classes.

## E. Academic Requirements

Only credits that apply to our (and State of Michigan) graduation requirements should be used to determine a student's grade level. They are as follows:

- ✓ 0-4.5 credits – 9<sup>th</sup> Grade
- ✓ 5-9 credits – 10<sup>th</sup> Grade
- ✓ 9.5-13.5 credits – 11<sup>th</sup> Grade
- ✓ 14-18 credits – 12<sup>th</sup> Grade

In order for a student to graduate from Covenant House Academy, a student needs to successfully earn 18 credits as mandated by Michigan Department of Education. Below is a course map listing those requirements.

### Michigan Requirements for Graduation

Subject Area	Description
<b>English Language Arts</b> 4 Credits	<ul style="list-style-type: none"> <li>• English 9</li> <li>• English 10</li> <li>• English 11</li> <li>• English 12</li> </ul>
<b>Mathematics</b> 4 Credits	<ul style="list-style-type: none"> <li>• Algebra 1</li> <li>• Geometry</li> <li>• Algebra 2</li> <li>• 1 additional math or math-related credit</li> </ul> <p>NOTE: One of the four mathematics credits must be in the Senior year.</p>
<b>Science</b> 3 Credits	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry or Physics</li> <li>• 1 additional Science credit (integrated Science lab)</li> </ul>
<b>Social Studies</b> 3 Credits	<ul style="list-style-type: none"> <li>• .5 Civics</li> <li>• .5 Economics</li> <li>• U.S. History and Geography</li> <li>• World History and Geography</li> </ul>
<b>Health and Physical Education</b> 1 Credit	<ul style="list-style-type: none"> <li>• .5 Health</li> <li>• .5 Physical Education</li> </ul> <p>NOTE: Recommended to take in the Freshman year.</p>
<b>Visual, Performing, Applied Arts</b> 1 Credit	<ul style="list-style-type: none"> <li>• 1 credit in any one category of Arts</li> </ul>
<b>World Languages</b> 2 Credits	<p><b>Begins with Class of 2016:</b></p> <ul style="list-style-type: none"> <li>• Credits earned in Grades 9-12</li> <li><b>or</b></li> <li>• An equivalent learning experience in Grades K-12</li> </ul>

## **SCHOOL FACILITIES**

### **A. Hours of Operation**

Covenant House Academy opens at 7:30 A.M. and closes at 4:30 P.M., Monday through Friday. However, the school office hours are 8:00 A.M. until 4:00 P.M., Monday through Friday.

### **B. Smoking and Eating**

Michigan law prohibits smoking in the building or on the grounds of Covenant House Academy. The use or possession of any tobacco product or e-cigarette by students in school buildings, on the Academy property, on school buses, and at any school-related event, is also strictly prohibited. "Tobacco product" means any preparation of tobacco to be smoked, inhaled, chewed, or placed in a person's mouth. "Use or possession" means: the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device; the smoking, inhaling or chewing of a tobacco product; the placing of a tobacco product within a person's mouth. Any person in violation will be immediately escorted from the premises.

### **C. Safety Procedures – Fire and Tornado**

The high school has an organized program to provide safety and assistance in case of school or community emergency. Specific directions for vacating the building and for passing to refuge areas are posted in each room, and in other appropriate areas. Should the need arise to report a real fire, students should seek assistance from the nearest staff member or the school office IMMEDIATELY prior to tripping the general alarm.

#### **1. General Procedures in case of Fire or Fire Drills:**

- At the sound of the alarm, pupils must stand at once at the side of their desks.
- The teacher will give the order to vacate the room, using designated route.
- Pupils will stay in group formation throughout the entire drill.
- Students must not stop for books, clothing, snacks, etc.
- Students should walk, not run. There should be no pushing, shoving, or talking. No laxity of discipline will be permitted.
- The first students outside the building should not stop until the entire group is at least 200 feet from the building.

#### **2. General Procedures for Tornado Alert:**

- At the sound of a rapid series of bells, students must listen for instructions.
- Students should follow the directions of the teacher to the nearest point of safety.
- Students outside the building should enter the building as quickly as possible, enter the nearest classroom and follow the teacher's instructions.

### **D. Parking**

Students who drive to school may park on the street or in designated parking areas near the school.

### **E. Transportation**

The school does **not** provide transportation; however, it is easily accessible by public transportation.

## F. Visitors

Parents, graduates and other visitors are always welcome to visit Covenant House Academy.

All visitors are required to report to the front desk and must sign in upon arrival. Visitors must pre-arrange any meetings or visits with teachers or the Administrator prior to entering the building. Visits should be limited to one half-hour ( $\frac{1}{2}$  hour) unless other arrangements have been made for an extended period of time. When parents are visiting, we ask that they not attempt to have a parent-teacher conference while students are in lab sessions.

A limited amount of child care services are provided at the Southwest Academy for Covenant House Academy students who are also parents of young children.

Students who are not enrolled in the program are not permitted on the premises.

## G. Public Attendance at School Events

The Academy is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the school. If the performance is of copyrighted material and the necessary license has not been secured in advance by the school, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

## H. Emergency Phone Calls

Students may give the school's phone number to relatives for ***emergency purposes only***. The main office will take a message and forward it to the student as soon as possible. Students will be instructed to speak with the teacher or Administrator if they have special circumstances.

## I. Cell Phones

Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them "on" during the school day unless given specific permission from the Administrator. (This includes during school-sponsored trips.) The school is not responsible for loss, theft, damage or vandalism to student cell phones, ECDs, or other student property. If a cell phone or other ECD is used or seen during school hours, they will be confiscated. Violation of this policy may result in the following:

First Offense: The item will be returned to the student at the official end of the school day.

Second Offense: The item will be returned to the student the following Monday at the end of the scheduled session. Repeat offenders will receive further discipline.

If the student refuses to submit the electronic device, then automatic disciplinary steps will be given.

Parents, we understand this requires a change in habits for many of us as well. We ask that you do not text or call your student's phone during schools, and please contact the main office to deliver important or emergency messages. If necessary, students will be allowed to use school phones.

**J. School Closing**

Should it be necessary to close Covenant House Academy for weather or other unforeseen emergencies, every effort will be made to provide information over local radio and television stations.

**K. Change of Address/Phone Number**

It is the student's responsibility to immediately inform Covenant House Academy of any change of address or phone number. Any other relevant information, such as emergency contact numbers or legal name changes, must also be updated in the school office.

**SAFETY**

**A. Reporting Injuries**

If a student is injured at Covenant House Academy, he/she must immediately report the injury to a teacher or the Administrator who will take appropriate action. The main office will complete an injury report and retain a copy.

**B. Harassment**

Harassment is any form of hostility, conduct or language that creates an intimidating or offensive school environment. Sexual harassment can consist of unwelcome sexual advances, unwelcome touching, verbal remarks, and requests or demands for sexual favors. No student, parent or guardian shall harass another student or any Covenant House Academy staff member. Any student who believes he/she has been harassed by another student or staff member employed by Covenant House Academy should immediately report the incident to an instructor or the Administrator. If the student is uncomfortable in reporting to the Administrator, a parent or guardian should make the report. Reported incidents shall be immediately investigated. The incident and report will be kept as confidential as the circumstances permit. The results of the investigation will be thoroughly discussed with the student and parent/guardian if the student is under the age of 18 years. Corrective action will be taken when necessary.

**C. Drug-Free School**

In accordance with Federal Law, Covenant House Academy prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or in the school building. Drugs include alcoholic beverages, steroids, and dangerous controlled substances as defined by State statute or any substance that could be considered a "lookalike". Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from Covenant House Academy. If a student comes to school under the influence of drugs, he/she shall be sent home for the day, and, if the student is under the age of 18, the parent/guardian shall be notified.

**D. Lost and Found**

Any personal items that have been left at Covenant House Academy will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. **Covenant House Academy is not responsible for lost money, jewelry, or other personal items.**

### **E. Desk and Storage Areas**

Desks and other storage areas provided to students for their use remain the property of Covenant House Academy. Students, by statute, have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise hamper access to any storage area.

### **F. Non-Custodial Parents**

Student records will be accessible in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, \*non-custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by legally binding instruments or a Court Order.

\*A “non-custodial parent” refers to the parent who does not have physical custody of the student but who does have the right to information about the student’s education.

### **G. Search and Seizure**

Students have a right to privacy, and their belongings may not be violated by unreasonable search and seizure. However, if the Administrator has a reasonable suspicion that a serious infraction could result, a reasonable search of the student’s property is permitted. The extent of the search will be governed by the seriousness of the alleged infraction, the student’s age, and the student’s disciplinary history.

**Contraband Items: These items are not allowed in this building.  
They will be confiscated and WILL NOT BE RETURNED.**

Cigarettes/cigars/e-cigarettes  
Lighters  
Drugs or drug paraphernalia  
Dice  
Alcohol  
Weapons or weapon-like items  
Glass bottles  
Open drink containers  
Blunt wraps

### **WORK PERMIT**

Pursuant to Michigan Law, any student who is at least 16 years old and desires to work may do so through a validly-issued Work Permit. The Michigan Department of Labor has granted Covenant House Academy the authority to issue Work Permits for its students. Any student may request a Work Permit when he/she has secured possible employment. It is important to note that **the Work Permit is employment and employer specific**, and, as such, a new Work Permit must be submitted for each new employment opportunity of the student.

### **INTERNET SAFETY POLICY**

The use of technology is a privilege and an important part of the school’s overall curriculum. The school does not warrant that technology resources will meet any specific requirements the student or other users may have, or that it will be error-free or uninterrupted. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school. The school always reserves the right to monitor and log technology use, to

monitor file server space utilization by users, and to examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user. Students are prohibited from surfing the internet, viewing pornographic websites, downloading music, or any other material, and shopping. Any time a student logs in they agree to abide by this Internet Safety Policy.

**It is the policy of the School to: (a) prevent user access to, or transmission over its computer network of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Child's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].**

#### ACCESS TO INAPPROPRIATE MATERIAL:

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to other forms of electronic communications containing inappropriate information. Filtering or blocking is applied to visual depictions of material deemed to be obscene, exhibiting child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet. However, filters are not infallible, and although every effort is made to prevent inappropriate access to the above-mentioned material, the school is not liable for the unforeseen possibility that, despite the filtering software, a student may gain access to the inappropriate material.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. A member of the Youth Vision Solutions, Inc. Information Technology Team or its designated representatives shall perform disabling protection. It is the responsibility of staff members to monitor usage of the online computer network and access to the Internet to ensure that this policy is not violated. By using the filter program and staff monitoring, the school is attempting to provide a safe and secure means by which students can use the Internet, electronic mail, chat rooms, and other forms of direct electronic communications.

By signing the Agreement Page at the end of this handbook, the parent and student agree:

- to abide by all school policies;
- to release all school employees from any and all claims of any nature arising from the use or inability to use the technology;
- that the use of technology is a privilege;
- that the use of technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against him/her for actions and/or misuse such as, but not limited to, the following:

- altering system technology, including, but not limited to, software or hardware;
- placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;



- obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use;
- intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- disrupting technology through abuse of the technology, including, but not limited to, hardware or software;
- malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- interfering with other's use of technology;
- installation of software without consent of the school;
- allowing anyone else to use an account other than the account holder; and
- other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in disciplinary action (including, but not limited to, suspension or expulsion, loss of access privileges, and/or appropriate legal action).

The user must also know, and further agrees, that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user will be liable for any and all costs.
- Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in scholastic disciplinary action other than those specifically set forth above, including, but not limited to, suspension or expulsion.
- Use of the Internet and any information received from the Internet is at the student's own risk. The Academy is not responsible for any damage a student may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.

## **PARENT INFORMATION**

### **A. Parental Plan**

An annual meeting will be held to inform parents of the Covenant House Academy parent involvement plan. School representatives will take this opportunity to explain the school's commitment and the parents' right to be involved in the educational process of their student.

Parents will be provided with a description and explanation of the curriculum, the form of assessment used to measure student progress, and the proficiency levels students are expected to meet. The school's discipline plan and tardy policies will also be made available for review.

Community involvement in the school is encouraged by continued positive partnerships.

Parents have the ultimate responsibility for their student's behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Academy and its staff recognize the responsibility to monitor students' behavior and the importance of cooperation between the school and the parents in matters relating to student conduct and academic matters.

For the benefit of the student, the Academy believes that parents have a responsibility to encourage their student's career in school by:

1. supporting the school in requiring their student to observe all school rules and regulations, and by accepting their own responsibility for their student's willful in-school behavior;
2. sending their student to school with proper attention to his/her health, personal cleanliness and dress;
3. maintaining an active interest in their student's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study.

#### **B. Right to Inspect Instructional Material**

Parents have the right to inspect any instructional material used as part of the educational curriculum for their student. Instructional material means instructional content, regardless of format, that is provided to the student, including printed or representational material and audiovisual material available in electronic or digital formats (such as material accessible through the Internet). Instructional material does not include academic tests or academic assessments.

#### **C. Right to Know Teacher Qualifications**

The Academy will annually notify parents of their right to request the following regarding their student's teacher(s):

- licensure and certification information
- emergency or provisional status
- educational background
- qualifications of Instructional Aides

#### **D. Parent-Teacher Conferences**

Parent-teacher conferences play a significant role in the education process in three (3) important ways:

- Providing the teacher with vital information from parents that will strengthen the plans and strategies the teacher uses with a student;
- Helping parents understand more clearly what the school and the teacher are trying to accomplish with a student, what is required for students to accomplish the results, and what the parent can do to facilitate the process;
- Building a strong home/school partnership that has implications for support of school programs beyond particular classroom or grade.

Parent conferences will be scheduled throughout the year. In addition, parents may request conferences as needed. Additional school conferences will be scheduled as academic or attendance problems arise.

#### **E. Tips for Parents**

- Discuss the school discipline policy with your student. Show your support for the rules and help your student understand the reasons for them.

- Involve your student in setting rules for appropriate behavior at home.
- Keep the lines of communication open with your student.
- Be involved in your student's school life.
- Work with your student's school to make it more responsive to all students and families.

#### **F. Policy and Procedures for Parental Complaints**

Any parent or guardian may file a Complaint regarding a violation of school regulations, rules or procedures, and/or Federal, State or local law to the Governing Authority of Covenant House Academy by filing the same with the Administrator. To file a Complaint with the Administrator, the parent shall deliver the written Complaint containing: (i) the student and parent's name (anonymous Complaints will not be processed); (ii) the signature of the complainant; (iii) the complainant's name and phone number; and (iv) the specific violation of school policy, regulation, rule and procedures, and/or Federal, State or local law. The Complaint may be delivered in person or by U.S. mail properly addressed to Covenant House Academy, c/o the Administrator.

#### **Upon filing of any Complaint, Covenant House Academy will do the following:**

1. Date stamp the Complaint upon receipt.
2. Notify the Youth Vision Solutions, Inc. corporate office.
3. Send a letter of acknowledgment to the complainant within 7-10 business days with a statement of the general procedures that will be followed.
4. Conduct an investigation as directed by the Youth Vision Solutions, Inc. corporate office. This process may include the following:
  - a. collaborating with other offices, employees and personnel within the school;
  - b. conducting a telephone or personal interview and/or conference(s) with complainant and other necessary parties;
  - c. sending written correspondence.
5. Youth Vision Solutions, Inc. will keep an investigation log and inform the President of the Board of Directors of the investigation process and findings.
6. The investigation will be based on fact and findings specific to the allegation(s) stated in the Complaint. The reason for the decision will be outlined in the letter of findings:
 

**Compliance** – findings were unsubstantiated and school has complied; or

**Non-Compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the school respond to complainant with a corrective action(s) plan letter within 10-15 business days.

**All documentation of the Complaint, findings, and any corrective action(s) plan must be placed in the appropriately marked Complaint file for closure.**



**ACKNOWLEDGMENT OF RECEIPT  
OF THE STUDENT HANDBOOK**

This will acknowledge your receipt and understanding of the information contained in the Covenant House Academy Student/Parent Handbook. This information has been prepared to give you a better understanding of your responsibilities as a student at the Academy. Although the Student Handbook reflects our current policies and procedures, it may be necessary to make changes from time to time to best serve the needs of the Academy.

I acknowledge that I have received, read, and understand the information contained in the Student Handbook.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date